

VRIS UPDATE

Training Request Instructions March 22, 2013 Number 358

SUMMARY OF UPDATES

A new chapter, Training Request Instructions has been created. Staff will need to review these instructions to ensure they are filling out their Training Requests correctly.

VRIS POSTING

This [chapter](#) has been posted to Program Manual - Administration

FORMS REVISED

The [Training Request form](#) has been revised to allow room for Office Director Approval Justification or Disapproval reason.

QE2 UPDATE

None

MONITORING REQUIREMENTS

Receipt of Training Request with missing or incomplete data will be returned to staff for correction.

TEAM COMMUNICATION

This chapter and form revision should be discussed at a team meeting. Any printed copies of old Training Requests should be recycled as they will no longer be accepted.

LEADERSHIP CONTACT

Cheryl Ferree
402.471.3652
cheryl.ferree@nebraska.gov